



Jordan Waldschmidt Waldschmidt - WPH1DA &lt;jordan.waldschmidt@gsa.gov&gt;

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**Contract 47PM1020D0001-East Wing West Wing Carpet Cleaning IDIQ**

1 message

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**Jordan Waldschmidt Waldschmidt - WPH1DA** <jordan.waldschmidt@gsa.gov>

Wed, Aug 12, 2020 at 9:08 AM

To: (b) (6) @blueconstructionservices.com, (b) (6) @blueconstructionservices.com&gt;

Cc: Sharron Bowie - WPH1DA &lt;sharron.bowie@gsa.gov&gt;, Brian Paukert - WPM1E &lt;brian.paukert@gsa.gov&gt;

Congratulations!

Your company has been awarded the subject contract. Attached is an executed copy of the award for your records, as well as directions for submitting invoices. Please return the attached Standard Form 1418, as well as your Certificate of Insurance by August 22, 2020.

Upon receipt of this email, please immediately reach out to the Contracting Officer's Representative, Brian Paukert to discuss next steps.

Please also confirm receipt of award.

We look forward to working with you on this project. Thank you!



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**Jordan Waldschmidt**

Contract Specialist

GSA, National Capital Region, PBS

Office of Acquisitions

Special Projects Division

White House Contracts Branch

1800 F Street NW

Washington, DC 20405

(312) 385-3050 (Office)

(b) (6) (Cell)

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**7 attachments****AWARD\_LETTER\_Services-2020 08 06.doc**

65K

**SF 1449-Executed-2020 08 12.pdf**

2977K

**Web Vendor Password Reset and Login.docx**

 17K

 **Web Vendor Basics - Instructions.docx**  
838K

 **Access to WebVendor\_Inv Instrctns.docx**  
230K

 **SF1418-99d (2).pdf**  
728K

 **TAB 22-COR Delgtn LTR-2020 08 12.docx**  
36K



## NATIONAL CAPITAL REGION

August 6, 2020

Blue Construction Services, LLC  
Keith Helmer, Project Manager  
735 Vanderbilt Terrace SE  
Leesburg, VA 20175

Dear Mr. Helmer:

Your proposal dated July 28, 2020, in the total amount of \$1,722,204.00, for the base plus 4 option years, submitted in response to Request for Proposal 47PM1020R0024, is accepted in accordance with the specifications, terms and conditions dated July 17, 2020. You are hereby awarded contract 47PM1020D0001 for the Carpet Cleaning Services at the East Wing and West Wing of the White House in Washington, DC. This contract includes the base award amount of \$180,996 for the period of performance from October 1, 2020 to March 31, 2021. Options 1-4 will be executed no later than 60 days prior to the base period expiration date, subject to the availability of funds and government discretion.

You are required to execute one copy of the enclosed Standard Form 1418, Performance Bond for Other than Construction Contracts, within ten (10) calendar days after receipt. You are required to submit a Performance Bond in the penal amount of 100% of the contract price. You are also required to certify in writing that the required insurance has been obtained in accordance with FAR 52.228-5 – “Insurance Work on a Government Installation” in the solicitation. The insurance certification must include the following:

- (1) Evidence of the insurance coverage requirements identified in Section L.
- (2) Endorsement naming “The United States of America, acting by and through the General Services Administration”, as an additional insured.
- (3) Cancellation Policy: The policy **must** state, “that any cancellation or any material change adversely affecting the Government’s interest shall not be effective (1) for such period as the laws of the State in which this contract is to be performed prescribe, or (2) until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer”. (Wording such as, “will endeavor to mail notice” or “failure to mail such notice” does not comply with contract requirements and will not be acceptable.)
- (4) Important and Disclaimer Notices as shown on Page 2 of the sample insurance certificate provided for your reference must be removed from your insurance certificate. If these notices are not removed, you must provide policy endorsements from each insurance company on the certificate listing GSA as an additional insured for all policies that each each insurance company is providing.

Should your Certificate of Insurance not be submitted correctly, it will be returned and you will not be allowed to commence with any work until it is approved.

Copies of the above mentioned forms are enclosed. They are to be completely executed and returned to my attention within 10 calendar days of receipt of award. Upon receipt of acceptable Performance Bond and Certificate of Insurance, the notice to proceed shall be issued on October 1, 2020.

All post award actions will be accomplished by the Contract Specialist, Jordan Waldschmidt. She can be reached at 312-385-3050 or [Jordan.waldschmidt@gsa.gov](mailto:Jordan.waldschmidt@gsa.gov).

Posters entitled "Equal Employment Opportunity is the Law" and "Notice to Employee Working on Government Contracts" are to be displayed in conspicuous places, available to persons employed under this contract or applying for employment. Additional copies will be furnished upon request.

You are also reminded of the quarterly reporting requirements to the Federal Sub-award Reporting System (FSRS) website (as applicable) per FAR 52.204-10 – "Reporting Executive Compensation and First-Tier Subcontract Awards", included in your contract.

Per Federal Acquisition Regulation (FAR) Part 42.15, we are required to evaluate your performance on this project. Although the ultimate content of such performance evaluations shall be determined by GSA as the purchasing agency, you will be provided the opportunity to review and comment upon all evaluations completed on your company's performance.

As the completion of this contract will require your firm's employees to enter a Government facility, you are also required to comply with Homeland Security Presidential Directive-12 (HSPD-12). If a contract employee (CE) has already been cleared, they do not have to be re- adjudicated. If the CE is has a security clearance, please provide the individual's entire name along with the last four digits of their social security number, within (2) two business days, via email to [the](#) COR.

Please see attached directions regarding invoicing procedures.

If you have any questions or comments, please contact Jordan Waldschmidt, Contract Specialist, at (312) 385-3050.

Sincerely,

Sharron Bowie  
Contracting Officer  
Office of Acquisition

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <b>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</b>				1. REQUISITION NUMBER EQWPM1E-20-0073	PAGE 1 OF <b>8</b>
2. CONTRACT NO. <b>47PM1020D0001</b>	3. AWARD/EFFECTIVE DATE <b>8/11/2020</b>	4. ORDER NUMBER	5. SOLICITATION NUMBER <b>47PM1020R0024</b>	6. SOLICITATION ISSUE DATE <b>7/2/2020</b>	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME <b>Jordan Waldschmidt</b>	b. TELEPHONE NUMBER (No collect calls) <b>312-385-3050</b>		8. OFFER DUE DATE/ LOCAL TIME
9. ISSUED BY <b>GSA, PBS R11 Office of Acquisition Special Programs Division-White House 1800 F St. NW, 4th Floor Washington, DC 20405 USA</b>		CODE <b>WPH1DA</b>	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: _____ % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS _____ <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: <b>561740</b> <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> EDWOSB <input checked="" type="checkbox"/> 8 (A) SIZE STANDARD: <b>\$6 million</b>		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS <b>NET31/NONE</b>		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>	
15. DELIVER TO <b>GSA, PBS R11 Office of Acquisition Special Programs Division-White House 1800 F St. NW, 4th Floor Washington, DC 20405 USA</b>		CODE <b>DC0037ZZ</b>	16. ADMINISTERED BY <b>GSA, PBS R11 Office of Acquisition Special Programs Division-White House 1800 F St. NW, 4th Floor Washington, DC 20405 USA</b>		
17a. CONTRACTOR/ OFFEROR <b>Blue Construction Services LLC 735 VANDERBILT TER SE LEESBURG, VA 20175-4085 USA CAGE Code: 7SZK8 TELEPHONE NO.</b>		CODE <b>080548516</b>	18a. PAYMENT WILL BE MADE BY <b>PBS Payments Branch P.O. Box 17181 Ft. Worth, TX 76102-0181</b>		CODE <b>BCFA</b>
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT
	See below for additional information				
				23. UNIT PRICE	24. AMOUNT
25. ACCOUNTING AND APPROPRIATION DATA <b>Please see attached</b>				26. TOTAL AWARD AMOUNT (For Govt. Use Only) <b>\$180,996.00</b>	
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA		<input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA		<input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED			29. AWARD OF CONTRACT: REF. <b>47PM1020R0024</b> OFFER DATED _____ . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: <b>All</b>		
(b) (6)		CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <b>SHARRON BOWIE</b>	
30b. NAME AND TITLE OF SIGNER (Type or print) (b) (6)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print) <b>Sharron Bowie</b>	
				31c. DATE SIGNED <b>8/11/2020</b>	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN  
 RECEIVED     INSPECTED     ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NO.	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY ( <i>Print</i> )
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE
	42b. RECEIVED AT ( <i>Location</i> )
	42c. DATE REC'D ( <i>YY/MM/DD</i> )
	42d. TOTAL CONTAINERS

## SF1449 List of Accounting Strings

Accounting String	Amount Obligated
EK-47PM1020D0001.2020.192X.11.P1122021.PG61.PGA11.K08..DC0037ZZ.....	(b) (4)
EK-47PM1020D0001.2020.192X.11.P1122021.PG61.PGA11.K08..DC0017ZZ.....	(b) (4)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	<p>East Wing Monthly Carpet Cleaning Services-Base Period</p> <p>This contract includes: RFP 47PM1020R0024 issued to Blue Construction Services including SOW dated 5/28/2020, LLC on 7/17/2020, SBA Acceptance Number 0353/20/0938 sent on 7/14/2020 and Blue Construction Services, LLC's proposal submitted on 7/28/2020. Work includes: To correct the condition of the interior floor surfaces by providing cleaning services to all existing floor surfaces in various assigned rooms in the East Wing of the White House as needed and selected by GSA building management officials. Cleaning includes shampooing, extracting, and spot cleaning various spots and stains as identified by GSA building management officials and the onsite contract worker at the time of cleaning. Cleaning also includes miscellaneous furniture cleaning not to exceed two assignments per month. Work also includes cutting frays in the carpet as needed and selected by GSA building management officials.</p> <p>Deliverable</p> <p>PSC: S214 -- HOUSEKEEPING- CARPET LAYING/CLEANING</p> <p>Contract Type: Firm Fixed Price</p> <p>EK-47PM1020D0001.2020.192X.11.P1122021.PG61.PGA11.K08..DC0037ZZ.....</p> <p>Obligated: \$90,498.00</p> <p>PoP: 10/01/2020 - 03/31/2021</p> <p>Place of Performance: White House - West Wing 1600 PA Ave., NW WASHINGTON, DC 20500</p>				
0002	<p>West Wing Monthly Carpet Cleaning Services-Base Period</p> <p>This contract includes: RFP 47PM1020R0024 issued to Blue Construction Services including SOW dated 5/28/2020, LLC on 7/17/2020, SBA Acceptance Number 0353/20/0938 sent on 7/14/2020 and Blue Construction Services, LLC's proposal submitted on 7/28/2020. Work includes: To correct the condition of the interior floor surfaces by providing cleaning services to all existing floor surfaces in various assigned rooms in the West Wing of the White House as needed and selected by GSA building management officials. Cleaning includes shampooing, extracting, and spot cleaning various spots and stains as identified by GSA building management officials and the onsite contract worker at the time of cleaning. Cleaning also includes miscellaneous furniture cleaning not to exceed two assignments per month. Work also includes cutting frays in the carpet as needed and selected</p>				

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	<p>by GSA building management officials.            Deliverable            PSC: S214 -- HOUSEKEEPING- CARPET LAYING/CLEANING            Contract Type: Firm Fixed Price            EK-47PM1020D0001.2020.192X.11.P1122021.PG61.PGA11.K08..            DC0017ZZ.....            Obligated: \$90,498.00</p> <p>PoP: 10/01/2020 - 03/31/2021            Place of Performance: White House - West Wing 1600 PA Ave.,            NW WASHINGTON, DC 20500</p>				
1001	<p>East Wing Monthly Carpet Cleaning Services-Option Year 1            To correct the condition of the interior floor surfaces by            providing cleaning services to all existing floor surfaces            in various assigned rooms in the East Wing of the White            House as needed and selected by GSA building management            officials. Cleaning includes shampooing, extracting, and            spot cleaning various spots and stains as identified by GSA            building management officials and the onsite contract worker            at the time of cleaning. Cleaning also includes            miscellaneous furniture cleaning not to exceed two            assignments per month. Work also includes cutting frays in            the carpet as needed and selected by GSA building management            officials.            Deliverable            PSC: S214 -- HOUSEKEEPING- CARPET LAYING/CLEANING            Contract Type: Firm Fixed Price            PoP: 04/01/2021 - 03/31/2022            Place of Performance: White House - West Wing 1600 PA Ave.,            NW WASHINGTON, DC 20500</p>				
1002	<p>West Wing Monthly Carpet Cleaning Services-Option Year 1            To correct the condition of the interior floor surfaces by            providing cleaning services to all existing floor surfaces            in various assigned rooms in the West Wing of the White            House as needed and selected by GSA building management            officials. Cleaning includes shampooing, extracting, and            spot cleaning various spots and stains as identified by GSA            building management officials and the onsite contract worker            at the time of cleaning. Cleaning also includes            miscellaneous furniture cleaning not to exceed two            assignments per month. Work also includes cutting frays in            the carpet as needed and selected by GSA building management</p>				

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
2001	<p>officials.            Deliverable            PSC: S214 -- HOUSEKEEPING- CARPET LAYING/CLEANING            Contract Type: Firm Fixed Price            PoP: 04/01/2021 - 03/31/2022            Place of Performance: White House - West Wing 1600 PA Ave.,            NW WASHINGTON, DC 20500</p> <p>East Wing Monthly Carpet Cleaning Services-Option Year 2            To correct the condition of the interior floor surfaces by providing cleaning services to all existing floor surfaces in various assigned rooms in the East Wing of the White House as needed and selected by GSA building management officials. Cleaning includes shampooing, extracting, and spot cleaning various spots and stains as identified by GSA building management officials and the onsite contract worker at the time of cleaning. Cleaning also includes miscellaneous furniture cleaning not to exceed two assignments per month. Work also includes cutting frays in the carpet as needed and selected by GSA building management officials.</p> <p>Deliverable            PSC: S214 -- HOUSEKEEPING- CARPET LAYING/CLEANING            Contract Type: Firm Fixed Price            PoP: 04/01/2022 - 03/31/2023            Place of Performance: White House - West Wing 1600 PA Ave.,            NW WASHINGTON, DC 20500</p>				
2002	<p>West Wing Monthly Carpet Cleaning Services-Option Year 2            To correct the condition of the interior floor surfaces by providing cleaning services to all existing floor surfaces in various assigned rooms in the West Wing of the White House as needed and selected by GSA building management officials. Cleaning includes shampooing, extracting, and spot cleaning various spots and stains as identified by GSA building management officials and the onsite contract worker at the time of cleaning. Cleaning also includes miscellaneous furniture cleaning not to exceed two assignments per month. Work also includes cutting frays in the carpet as needed and selected by GSA building management officials.</p> <p>Deliverable            PSC: S214 -- HOUSEKEEPING- CARPET LAYING/CLEANING            Contract Type: Firm Fixed Price</p>				

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
3001	<p>PoP: 04/01/2022 - 03/31/2023 Place of Performance: White House - West Wing 1600 PA Ave., NW WASHINGTON, DC 20500</p> <p>East Wing Monthly Carpet Cleaning Services-Option Year 3 To correct the condition of the interior floor surfaces by providing cleaning services to all existing floor surfaces in various assigned rooms in the East Wing of the White House as needed and selected by GSA building management officials. Cleaning includes shampooing, extracting, and spot cleaning various spots and stains as identified by GSA building management officials and the onsite contract worker at the time of cleaning. Cleaning also includes miscellaneous furniture cleaning not to exceed two assignments per month. Work also includes cutting frays in the carpet as needed and selected by GSA building management officials.</p> <p>Deliverable PSC: S214 -- HOUSEKEEPING- CARPET LAYING/CLEANING Contract Type: Firm Fixed Price PoP: 04/01/2023 - 03/31/2024 Place of Performance: White House - West Wing 1600 PA Ave., NW WASHINGTON, DC 20500</p>				
3002	<p>West Wing Monthly Carpet Cleaning Services-Option Year 3 To correct the condition of the interior floor surfaces by providing cleaning services to all existing floor surfaces in various assigned rooms in the West Wing of the White House as needed and selected by GSA building management officials. Cleaning includes shampooing, extracting, and spot cleaning various spots and stains as identified by GSA building management officials and the onsite contract worker at the time of cleaning. Cleaning also includes miscellaneous furniture cleaning not to exceed two assignments per month. Work also includes cutting frays in the carpet as needed and selected by GSA building management officials.</p> <p>Deliverable PSC: S214 -- HOUSEKEEPING- CARPET LAYING/CLEANING Contract Type: Firm Fixed Price PoP: 04/01/2023 - 03/31/2024 Place of Performance: White House - West Wing 1600 PA Ave., NW WASHINGTON, DC 20500</p>				

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
4001	<p>East Wing Monthly Carpet Cleaning Services-Option Year 4</p> <p>To correct the condition of the interior floor surfaces by providing cleaning services to all existing floor surfaces in various assigned rooms in the East Wing of the White House as needed and selected by GSA building management officials. Cleaning includes shampooing, extracting, and spot cleaning various spots and stains as identified by GSA building management officials and the onsite contract worker at the time of cleaning. Cleaning also includes miscellaneous furniture cleaning not to exceed two assignments per month. Work also includes cutting frays in the carpet as needed and selected by GSA building management officials.</p> <p>Deliverable</p> <p>PSC: S214 -- HOUSEKEEPING- CARPET LAYING/CLEANING</p> <p>Contract Type: Firm Fixed Price</p> <p>PoP: 04/01/2024 - 03/31/2025</p> <p>Place of Performance: White House - West Wing 1600 PA Ave., NW WASHINGTON, DC 20500</p>				
4002	<p>West Wing Monthly Carpet Cleaning Services-Option Year 4</p> <p>To correct the condition of the interior floor surfaces by providing cleaning services to all existing floor surfaces in various assigned rooms in the West Wing of the White House as needed and selected by GSA building management officials. Cleaning includes shampooing, extracting, and spot cleaning various spots and stains as identified by GSA building management officials and the onsite contract worker at the time of cleaning. Cleaning also includes miscellaneous furniture cleaning not to exceed two assignments per month. Work also includes cutting frays in the carpet as needed and selected by GSA building management officials.</p> <p>Deliverable</p> <p>PSC: S214 -- HOUSEKEEPING- CARPET LAYING/CLEANING</p> <p>Contract Type: Firm Fixed Price</p> <p>PoP: 04/01/2024 - 03/31/2025</p> <p>Place of Performance: White House - West Wing 1600 PA Ave., NW WASHINGTON, DC 20500</p>				

## **A) INITIAL login verification**

- 1) Open a NEW Internet Explorer Session and type in: <https://finance3.gsa.gov>
- 2) Click Accept / Agree to the PII Notice
- 3) On the home page, click the link that says **(FOR VENDORS) Submit Electronic Invoices and Check Status of Invoices and Payments - WebVendor**
- 4) Click the link that says "If you have already registered and have a password, [Go to WebVendor](#)
- 5) Click Accept / Agree to the PII Notice
- 6) Click OK to the Warning
- 7) Enter your username (in all caps)
- 8) If you do not remember your password for the specific account or if you are having problems with the system recognizing the password you type in, you will have to **use the RESET OR CHANGE PASSWORD option** on the sign in page.

Remember, per the Change Password instructions, your password must be **MORE** than 16 characters - so that means the password **must be at least 17 characters in length.**

I will add that to avoid intermittent password issues, you will want to also comply with the standards below - items 1 and 2 are very critical:

### **Make sure:**

- 1) the password **begins** with the letter **A-Z or a-z**
- 2) the password **ends** with the letter **A-Z or a-z**
- 3) the password has at least one **UPPER** case letter
- 4) the password has at least one **LOWER** case letter
- 5) the password has at least one number **0 - 9**
- 6) the password has at least one special character from this list **!, \$, #, %**
- 7) the password can not contain any spaces or any special characters not in the list in item 6 above
- 8) the password cannot be one of your **10** previous passwords

**\*\*\* Make sure that CAPS LOCK is always turned OFF \*\*\***

## **B) After password reset**

- 1) Once the password is successfully changed, open a NEW Internet Explorer session
- 2) Go to <https://finance3.gsa.gov>
- 3) Click Accept / Agree to the PII Notice
- 4) On the home page, click the link that says **(FOR VENDORS) Submit Electronic Invoices and Check Status of Invoices and Payments - WebVendor**
- 5) Then click the link that says "If you have already registered and have a password, **Go to WebVendor**"
- 6) Click Accept / Agree to the PII Notice
- 7) Click OK to the Warning
- 8) Enter your username (in all caps)
- 9) Enter the password you just created ( **make sure that CAPS LOCK is not on** - the user will see a message "CAPS LOCK ON" if caps lock is turned on)
- 10) Click Login

**\*\*\* Make sure that CAPS LOCK is always turned OFF \*\*\***

# GSA Web Vendor Application

HOME PAGE PAYMENT SEARCH SUBMIT INVOICE VIEW INVOICE HELP ACCOUNT MANAGEMENT LOGOFF

Web Vendor > Home Page

**CAMBRIDGE MANAGEMENT**

**Payment Search**  
Payment Search

**Submit Invoice**  
All PO  
Search PO

**View Invoice**  
All Unpaid  
Search Unpaid  
All Rejected  
Search Rejected

**Other**  
Vendor User Guide  
Inv. Status & Codes  
C C R  
Help  
Sign Out

## Welcome to the GSA Web Vendor Application.

This application provides GSA Vendors with access to current payment and invoices status, as well as the ability to submit electronic invoices.

**Payment Search:** Check the status of goods and services contract payments. This search will show payments that have already been processed and submitted to the Department of Treasury for disbursement. The search returns the invoice number, payment type EFT or check number and payment date.

**Submit Invoice:** Submit an electronic invoice for immediate processing. An electronic invoice will not need to be mailed, scanned and keyed, eliminating days of processing delay. An electronic invoice can be keyed at the summary or detail level, and backup documentation can be attached.

**View Invoice:** View the current inventory of invoices and the status of each invoice. This search returns invoices in-processing that have not been paid. The application will return the invoice number, invoice date, invoice amount and status of each in process invoice.

Please direct any questions to [FW-CustomerSupport@gsa.gov](mailto:FW-CustomerSupport@gsa.gov).  
When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number.  
If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message.

Note: We use temporary cookies on our site only for internal tracking and improving our service.  
No data is shared with any other parties. Learn more from our [Privacy and Security Policy](#)

## A) To Submit an Invoice

- 1) Click on the Submit Invoice link
- 2) Click on the All POs link

# GSA Web Vendor Application

HOME PAGE PAYMENT SEARCH SUBMIT INVOICE VIEW INVOICE HELP ACCOUNT MANAGEMENT LOGOFF

Web Vendor > Submit Invoice

## Submit Invoice

Submit an electronic invoice for immediate processing. An electronic invoice will not need to be mailed, scanned and keyed and will eliminate days of processing delay. An electronic invoice can be keyed at the summary or detail level, and backup documentation can be attached.

**All POs:**  
Selection of this option will provide a list of purchase orders that the user is allowed to submit invoice electronically.

**Specific PO:**  
Selection of this option will allow the user to search for a specific purchase order by Pegasys Document number, Act number, Contract number or purchase order number.

Please direct any questions to [FW-CustomerSupport@gsa.gov](mailto:FW-CustomerSupport@gsa.gov).  
When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number.  
If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message.

Note: We use temporary cookies on our site only for internal tracking and improving our service.  
No data is shared with any other parties. Learn more from our [Privacy and Security Policy](#)

- 3) Click on the link for the specific PO for which you want to submit an invoice (similar to the example below):

# GSA Web Vendor Application

[HOME PAGE](#) [PAYMENT SEARCH](#) [SUBMIT INVOICE](#) [VIEW INVOICE](#) [HELP](#) [ACCOUNT MANAGEMENT](#) [LOGOFF](#)

[Web Vendor](#) > [Submit Invoice](#) > PO List

## Purchase Order Search Result

Download all PO's listing

[SAVE AS EXCEL](#)

2 POs found.

PDoc No	ACT	PO NUMBER	CONTRACT	PO DATE	PO AMOUNT	PO BALANCE	SIGNATURE
<a href="#">EPGS05P16SIP7003</a>			GS-05-P-16-SI-P-7003	11/25/2015	\$12,000.00	\$4,000.00	
<a href="#">EPGS05P16GCP7002</a>			GS-05-P-16-GC-P-7002	02/18/2016	\$62,006.85	\$2,963.55	

### Note

When trying to submit your electronic invoice, if your purchase order does not appear in the listing for your TIN, please email [GSAInvoiceAssistance@gsa.gov](mailto:GSAInvoiceAssistance@gsa.gov) with the missing purchase order information. You may also submit your invoice via paper to

**GENERAL SERVICES ADMINISTRATION**  
**PO Box 17181**  
**FORT WORTH, TX 76102-0181**

until such time that your PO appears on the listing. For any other invoice inquiries, please contact Customer Service at [FW-CustomerSupport@gsa.gov](mailto:FW-CustomerSupport@gsa.gov) or call (800) 676-3690.

[ I clicked on the 1<sup>st</sup> PDoc No link]

# GSA Web Vendor Application

Web Vendor > Submit Invoice > Add Invoice Data Entry

Please note: You can not submit an invoice # that has been previously submitted to GSA under any PO. The invoice # must be unique.

**Invoice Data Entry** ( Note: \* fields are mandatory. )

Invoice Header		Vendor Remittance Information	
Invoice Date	<input type="text" value="08/03/2016"/> (required)	Name	CAMBRIDGE MANAGEMENT
Invoice Number	<input type="text"/> (required)	Address 1	15941 S. HARLEM AVE., #108
ACT Number	<input type="text"/>	Address 2	
Pegasys Doc No.	<input type="text" value="EPGS05P16SIP7003"/>	Address 3	
Discount Days	<input type="text" value="0"/>	City	TINLEY PARK
Discount Percentage	<input type="text" value="0"/> %	State	IL
		Zip Code	60477

- Do not enter "\$" into the currency field manually.
- Use "MM/DD/YYYY" format in date field, for example 10/02/2013.

Invoice Service Period

DELETE	LINE No.	QUANTITY*	UNIT*	UNIT COST	AMOUNT*	ITEM No.	DESCRIPTION*	SHIP DATE	BEGIN DATE	END DATE
<input type="checkbox"/>	1	<input type="text" value="0"/>	EA	<input type="text" value="0"/>	<input type="text" value="0"/>					

ADD A NEW INVOICE DETAIL LINE | DELETE MARKED INVOICE LINE

Note: Both Invoice Date and Invoice Number are required to proceed further.

Purchase Order Information		Invoice Amount	
PO Number		Tax Amount	<input type="text" value="0"/>
PO Amount	\$12,000.00	Shipping Amount	<input type="text" value="0"/>
PO Open Balance	\$4,000.00	Total Amount	<input type="text" value="0"/> (required)
Contract Number	GS-05-P-16-SI-P-7003		
Contracting Officer			

Attachments may be added on the last screen.

Please direct any questions to [FW-CustomerSupport@gsa.gov](mailto:FW-CustomerSupport@gsa.gov).  
When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number.  
If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message.

Note: We use temporary cookies on our site only for internal tracking and improving our service.  
No data is shared with any other parties. Learn more from our [Privacy and Security Policy](#).

- Enter Invoice Number (do not use any spaces or special characters)
- If offering a discount, enter the number of discount days
- If offering a discount, enter the discount percent (for example, 1% discount would be entered as 1 OR ½% discount would be entered as 0.5)
- Enter the Quantity (must be a WHOLE number – no fractions)
- Select Unit type from drop down box (usually EA )

DELETE	LINE No.	QUANTITY*	UNIT*	UNIT COST	AMOUNT*	ITEM No.	DESCRIPTION*	SHIP DATE	BEGIN DATE	END DATE
<input type="checkbox"/>	1	<input type="text" value="0"/>	EA	<input type="text" value="0"/>	<input type="text" value="0"/>					

ADD A NEW INVOICE DETAIL LINE | DELETE MARKED INVOICE LINE

Note: Both Invoice Date and Invoice Number are required to proceed further.

- Enter Unit Cost ( do not use dollar sign)
- Enter Amount (must equal Quantity times Unit Cost)
- Enter Brief Description ( do not use any special characters)

12) Enter either the SHIP DATE or enter the Begin Date AND the End Date (do not enter all three dates) Use MM/DD/YYYY format for dates

A calendar will pop up for your use or you can enter it manually

The image shows three examples of date selection for an invoice. Each example features a calendar for August 2016. The first example has fields for SHIP DATE, BEGIN DATE, and END DATE. The second example has fields for BEGIN DATE and END DATE. The third example has fields for BEGIN DATE and END DATE, with additional fields for Invoice Amount, Tax Amount, Shipping Amount, and Total Amount.

Example of completed Invoice Header and completed Line item

Please note: You can not submit an invoice # that has been previously submitted to GSA under any PO. The invoice # must be unique.

**Invoice Data Entry** ( Note: \* fields are mandatory. )

**Invoice Header**

Invoice Date: 08/03/2016 (required)

Invoice Number: MyTest123Inv x (required)

ACT Number: [ ]

Pegasys Doc No.: EPGS05P16SIP7003

Discount Days: 0

Discount Percentage: 0 %

1% Enter as 1, 1/2% Enter as 0.5, 1/4% Enter as 0.25

**Vendor Remittance Information**

Name: CAMBRIDGE MANAGEMENT

Address 1: 15941 S. HARLEM AVE., #108

Address 2: [ ]

Address 3: [ ]

City: TINLEY PARK

State: IL

Zip Code: 60477

- Do not enter "\$" into the currency field manually.
- Use "MM/DD/YYYY" format in date field, for example 10/02/2013.

Invoice Service Period										
DELETE	LINE NO.	QUANTITY*	UNIT*	UNIT COST	AMOUNT*	ITEM No.	DESCRIPTION*	SHIP DATE	BEGIN DATE	END DATE
<input type="checkbox"/>	1	4	EA	5.20	20.80		Spcl request material	8/01/2016		

**Note: Both Invoice Date and Invoice Number are required to proceed further.**

13) Enter the Invoice Amount information

**Purchase Order Information**

PO Number: [ ]

PO Amount: \$12,000.00

PO Open Balance: \$4,000.00

Contract Number: GS-05-P-16-SI-P-7003

Contracting Officer: [ ]

**Invoice Amount**

Tax Amount: 0

Shipping Amount: 0

Total Amount: 0 (required)

Example of completed Invoice Amount Information

**Purchase Order Information**

PO Number  
PO Amount \$12,000.00  
PO Open Balance \$4,000.00  
Contract Number GS-05-P-16-SI-P-7003  
Contracting Officer

**Invoice Amount**

Tax Amount   
Shipping Amount   
Total Amount  (required)

Attachments may be added on the last screen.

14) Then Click Continue

15) The Review Information page will display.

Verify all information.

a) If there are any errors, use the BACK button to return to the previous page to correct the errors and try again

b) If there are no errors, click the Submit Invoice For Payment link.

Example of Review page:

### GSA Web Vendor Application

[HOME PAGE](#) [PAYMENT SEARCH](#) [SUBMIT INVOICE](#) [VIEW INVOICE](#) [HELP](#) [ACCOUNT MANAGEMENT](#) [LOGOFF](#)

[Web Vendor](#) > [Submit Invoice](#) > Invoice Review

#### Review and Submit Invoice

Please verify all data in **blue text** below.

Important: Your input will not be final until you click the "Submit Invoice For Payment" button.

CAMBRIDGE MANAGEMENT  
15941 S. HARLEM AVE., #108  
TINLEY PARK, IL 60477

08/03/2016

**Invoice #:** MyTest123Inv

**BILL TO:**

**GENERAL SERVICES ADMINISTRATION  
ACCOUNT PAYABLE BRANCH (7BCP)  
P.O. Box 17181  
FORT WORTH, TX 76102-0181**

GSA Act #:

Discount: 0%

PO Number:

Discount Days: 0

Contract #: **GS-05-P-16-SI-P-7003**

Contact Info:

Row#	QTY	UNIT	UNIT COST	TOTAL AMOUNT	ITEM No	DESCRIPTION	SHIP DATE	SERVICE BEGIN_DATE	SERVICE END_DATE
1	4	EA	5.20	20.80		Spcl request material	08/01/2016		

Tax Amount: \$0.00

Shipping Amount: \$0.00

**Total Amount: \$20.80**

Your Invoice is not complete until you click here

Note: Attachments may be added on the next screen.

16) Invoice Submission Confirmation page will display (as shown below)

## GSA Web Vendor Application

[HOME PAGE](#) [PAYMENT SEARCH](#) [SUBMIT INVOICE](#) [VIEW INVOICE](#) [HELP](#) [ACCOUNT MANAGEMENT](#) [LOGOFF](#)

[Web Vendor](#) > [Submit Invoice](#) > Invoice Data Entry

### Save Invoice

Invoice has been submitted successfully.

Act Number:  
Pegasys PO Document Number: EPGS05P16SIP7003  
PO Number:  
Vendor Invoice Number: MyTest123Inv  
Invoice Date: 08/03/2016  
Invoice Amount: 20.80  
Confirmation Number: GSANETINV0701735  
Invoice Submit Date: 8/3/2016 2:02:38 PM

Click here [UPLOAD ATTACHMENT](#) if you want to upload supporting document.

The invoice has been submitted successfully. You will be able to view it on the "View Unpaid Invoices" option in approximately 30 minutes.

Please direct any questions to [FW-CustomerSupport@gsa.gov](mailto:FW-CustomerSupport@gsa.gov).  
When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number.  
If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message.

Note: We use temporary cookies on our site only for internal tracking and improving our service.  
No data is shared with any other parties. Learn more from our [Privacy and Security Policy](#).

17) If you wish to attachment a backup document (only one attachment is allowed), click the UPLOAD ATTACHMENT link

## GSA Web Vendor Application

[HOME PAGE](#) [PAYMENT SEARCH](#) [SUBMIT INVOICE](#) [VIEW INVOICE](#) [HELP](#) [ACCOUNT MANAGEMENT](#) [LOGOFF](#)

[Web Vendor](#) > [Submit Invoice](#) > Invoice Upload

### Upload a Supporting Document

Click Browse to locate the document on your computer. Be sure to click Upload when you are done.  
(The file size can not be over 7 megabytes).

**File Name and Path should not have any Special Characters (~!@#\$%^&\*(){}|;':<>.,?) or Spaces.**

Upload your Invoice

Please direct any questions to [FW-CustomerSupport@gsa.gov](mailto:FW-CustomerSupport@gsa.gov).  
When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number.  
If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message.

Note: We use temporary cookies on our site only for internal tracking and improving our service.  
No data is shared with any other parties. Learn more from our [Privacy and Security Policy](#).

18) To upload your document, use the Browse button to locate the document on your PC.  
(this can be an EXCEL spreadsheet, a WORD document, a PDF, or other common business document type)

 WD My Book Essentail Users Guide	3/16/2015 11:25 AM	Adobe Acrobat D...	2,068 KB
 NotHappyCat	7/2/2015 10:21 AM	JPEG image	142 KB
 COGM&ARoles	3/16/2016 1:16 PM	Microsoft Excel 97...	438 KB
 2014 Ethics training	10/20/2014 1:47 PM	Microsoft Word D...	851 KB

19) Click UPLOAD

## GSA Web Vendor Application

<b>HOME PAGE</b>	<b>PAYMENT SEARCH</b>	<b>SUBMIT INVOICE</b>	<b>VIEW INVOICE</b>	<b>HELP</b>	<b>ACCOUNT MANAGEMENT</b>	<b>LOGOFF</b>
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**Web Vendor** > **Submit Invoice** > Invoice Upload

### Upload a Supporting Document

Click Browse to locate the document on your computer. Be sure to click Upload when you are done. (The file size can not be over 7 megabytes).

**File Name and Path should not have any Special Characters (~!@#\$%^&\*(){}[]|:'<>.,?) or Spaces.**

Upload your Invoice

20) If your Upload is successful, you will get a confirmation of that

## GSA Web Vendor Application

<b>HOME PAGE</b>	<b>PAYMENT SEARCH</b>	<b>SUBMIT INVOICE</b>	<b>VIEW INVOICE</b>	<b>HELP</b>	<b>ACCOUNT MANAGEMENT</b>	<b>LOGOFF</b>
------------------	-----------------------	-----------------------	---------------------	-------------	---------------------------	---------------

**Web Vendor** > **Submit Invoice** > Invoice Upload

### Upload a Supporting Document

The file has been uploaded. Please click [here](#) to go back to Search Purchase Order.

21) If your Upload is not successful, you will get an error message.

22) To go back to use the Search Purchase Order screen again, click on the **CLICK HERE** link as shown below or click **LOGOFF** if you have no further activity to complete

# GSA Web Vendor Application

Web Vendor > **Submit Invoice** > Invoice Upload

## Upload a Supporting Document

The file has been uploaded. Please [click here](#) to go back to Search Purchase Order.

23) If you wish to continue, you will have the options to use Payment Search, Submit Invoice, View Invoice, or any of the other tabs on the page as shown below

## GSA Web Vendor Application

Web Vendor > Submit Invoice

### Submit Invoice

Submit an electronic invoice for immediate processing. An electronic invoice will not need to be mailed, scanned and keyed and will eliminate days of processing delay. An electronic invoice can be keyed at the summary or detail level, and backup documentation can be attached.

**All POs:**

Selection of this option will provide a list of purchase orders that the user is allowed to submit invoice electronically.

**Specific PO:**

Selection of this option will allow the user to search for a specific purchase order by Pegasys Document number, Act number, Contract number or purchase order number.

24) The HELP page has information you may find useful

## GSA Web Vendor Application

Web Vendor > Help

### Quick Reference

Frequently Asked Questions

Faster Payments

EFT/ACH Enrollment

Finance Phone Numbers

Invoice Addresses

### Web Vendors Help . . .

1. Submitting an Electronic Invoice
2. User Guide for the Recurring Order (RO)
3. How to save searched data

**Saving Data:** It is possible to save the searched data to your local system hard drive in the form of a XLS Spreadsheet. If you are on a page which has a button "Save as Excel", click on the button and you will see a dialogue asking you to save or open the file. Click on Save and it will open another dialogue box where you can select a local path folder on your system and click on Save button. This will save a copy of this spreadsheet on your system. Even if you Open the file, you can still save it by clicking on "File" and "Save as" menus in your application.

[Go to Top](#)

25) The Payment Search page allows you to search for Payments using the down drop box criteria as shown below:

## Payment Search

### Search Payment

Search for

in **Invoice**

from Peg Doc Num

from Amount

from ACT

from Check/EFT Trace Number

from PO Doc Num

from **Current FY** data.

FY 2015

FY 2014

FY 2013

FY 2012

FY 2011

FY 2010

FY 2009

FY 2008

FY 2007

FY 2006

FY 2005

FY 2004

FY 2003

FY 2002

FY 2001

FY 2000

FY 1999

FY 1998

FY 1997

FY 1996

FY 1995

SEARCH

Pending Payment Only

( To search for all payments, leave the "search for" field blank. )

Pending payments are those that have been processed and are scheduled for release on the EFT or Check date.  
Please direct any questions to [FW-CustomerSupport@gsa.gov](mailto:FW-CustomerSupport@gsa.gov)

Please direct any questions to [FW-CustomerSupport@gsa.gov](mailto:FW-CustomerSupport@gsa.gov).

When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number.  
If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message.

Note: We use temporary cookies on our site only for internal tracking and improving our service.  
No data is shared with any other parties. Learn more from our [Privacy and Security Policy](#).

26) For example, Leaving the Search for box blank and accepting the default in "Invoice" and the default from "Current FY", and leaving the Pending Payment Only blank, click SEARCH

## Payment Search

### Search Payment

Search for   
in **Invoice**   
from **Current FY**  data.

Pending Payment Only

( To search for all payments, leave the "search for" field blank. )

Pending payments are those that have been processed and are scheduled for release on the EFT or Check date.  
Please direct any questions to [FW-CustomerSupport@gsa.gov](mailto:FW-CustomerSupport@gsa.gov)

## GSA Web Vendor Application

[HOME PAGE](#) [PAYMENT SEARCH](#) [SUBMIT INVOICE](#) [VIEW INVOICE](#) [HELP](#) [ACCOUNT MANAGEMENT](#) [LOGOFF](#)

[Web Vendor](#) > [Payment Search](#) > Payments

2 document(s) found.

INVOICE PegDocNum	PAY AMOUNT	INTEREST (DISCOUNT)	TRACE NUMBER	ESTIMATED DATE	ACTUAL DATE	PYMT. TYPE	FUND	VENDOR NAME	CREDITS HOLDBACKS	ACT
100162 P720160701000060	\$8,000.00	\$0.00	01265396	07/12/2016	07/12/2016	EFT	192	CAMBRIDGE MANAGEMENT	\$0.00 \$0.00	EPGS05P16SIP7003
19166 P720160621000266	\$59,043.30	\$0.00	00247541	07/01/2016	07/01/2016	EFT	192	CAMBRIDGE MANAGEMENT	\$0.00 \$0.00	EPGS05P16GCP7002

Please direct any questions to [FW-CustomerSupport@gsa.gov](mailto:FW-CustomerSupport@gsa.gov).  
When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number.  
If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message.

Note: We use temporary cookies on our site only for internal tracking and improving our service.  
No data is shared with any other parties. Learn more from our [Privacy and Security Policy](#).

26) You have the option to Save the Results of your search as an EXCEL spreadsheet by clicking the Save As Excel button.

You will get a pop up at the bottom of your screen.

Do you want to open or save **PaymentSearch.xls** (413 bytes) from **test-iis.ocfo.gsa.gov?**

27) You can Open the file without saving it, or you can click the Save drop down arrow to save the spreadsheet to the location of your choice on your PC

Do you want to open or save **PaymentSearch.xls** (413 bytes) from **test-iis.ocfo.gsa.gov?**

Save

Save as

Save and open

28) Once the item is saved, you may still use any of the options on the Web Vendor page as you did before

## Submit Invoice

Submit an electronic invoice for immediate processing. An electronic invoice will not need to be mailed, scanned and keyed and will eliminate days of processing delay. An electronic invoice can be keyed at the summary or detail level, and backup documentation can be attached.

### All POs:

Selection of this option will provide a list of purchase orders that the user is allowed to submit invoice electronically.

### Specific PO:

Selection of this option will allow the user to search for a specific purchase order by Pegasys Document number, Act number, Contract number or purchase order number.

## WebVendor Access

Below are basic instructions for invoicing online. Please recommend this method to submit invoices in order to avoid potential invoicing errors. Below are screen shots to assist in submitting the first electronic invoice. If, however, the vendor has any problems, please have them attach a copy of the error message received with "cgb" in the subject line and forward to [FW-PaymentSearch@gsa.gov](mailto:FW-PaymentSearch@gsa.gov). Sending a screenshot along with the error message will help finance to expedite any errors.

To submit an invoice electronically, go to <https://finance3.gsa.gov>

Accept the PII notice.

Click on "Click here to Login".

Accept the PII notice.

Enter your password and click "login. NOTE: DO NOT USE THE ENTER KEY. USE THE MOUSE TO CLICK ON "LOGIN". Please note that using "cut and paste" may not work. You may need to type your password. It is not case sensitive.

- Select "submit invoice".
  - Select "All POs".
  - Find the ACT# or PDN# you are invoicing against and select it.
  - A form will appear that you fill in with your invoice information.
  - Note: if you are resubmitting a rejected invoice, add an "R" or an "A" to the number. The system will not let you use an invoice number you have used before.
  - Fill in the information requested. All fields marked with an asterisk (\*) are required fields. PLEASE NOTE: ORDERS BEGINNING WITH "1B" ARE REQUIRED TO ENTER "BEGIN DATE" AND "END DATE".
- When complete, click "continue." If you have made any errors, you will receive an error message. (Worth noting: invoice numbers should contain no dashes or spaces, dates are in mm/dd/yyyy format, money amounts have no \$ signs or commas, only a decimal point.) Correct the error and click "continue" again.

You will have an opportunity to upload any backup material as one attachment after clicking "submit" on the *next* screen. *Note: File name should be 8 characters + extension only, please do not use special characters such as ~!@#\$%^&\*( )+{ }][ |;'<>,.? or spaces. Attachments can not be over 4 to 5 megabytes in size.*

If you have questions please e-mail [FW-Pa mentSearch.finance@gsa.gov](mailto:FW-Pa mentSearch.finance@gsa.gov).

If you encounter difficulties, please send a screen shot when you receive an error message so the problem may be addressed.

If you do not have a password, go to [finance3.gsa.gov](https://finance3.gsa.gov) and click on “Get a Password for Payment Searches” under “Quick References” on the left side of the screen.

Fill out the form and submit. You should receive your password within 24 hours.

**Please note that you must wait until the next business day to use a new password.**

Please bear in mind the system allows for 3 email addresses. Those are the individuals authorized to receive the password from us. The password allows access to the Finance website for entering and tracking invoices. The three email addresses listed will also be where payment notifications will be sent.

Please bear in mind, you can enter only ONE LINE ITEM for the total work performed, goods/services, etc. You DO NOT have to provide a DETAILED INVOICE electronically. You may want to contact your GSA Representative to see what information/documents they require and how they would like them submitted.

**SCREEN #1**



You can not submit an invoice # that has been previously submitted to GSA under any PO. The invoice # must be unique.  
**Invoice Review and Submission** Note: Your input will not be final until you click the Submit Invoice button.

**Invoice Header**

Invoice Date: 1/4/2011  
 Invoice Number: 123456  
 ACT Number:   
 Pegasys Doc No.: auto entered  
 Discount Days: 0  
 Discount Percentage: 0 %  
 1% Enter as 1, 1/2% Enter as 0.5, 1/4% Enter as 0.25

**Vendor Remittance Information**

Name: Your Vendor Name  
 Address 1: Address  
 Address 2: SUITE K  
 Address 3:   
 City: Vendor City  
 State: IN  
 Zip Code:   
 Information automatically in system

This information must be entered by Vendor

Information automatically in system

Do NOT use \$ or commas in costs 1/4/2011

You must include either a service period for the invoice OR a Ship date

Delete	Line No.	Quantity*	Unit*	Unit Cost	Amount**	Item No.	Description**	Ship Date	Invoice Service Period Begin Date	End Date
<input type="checkbox"/>	1	1	EA	200.00	200.00		describe goods or service:		12/01/2010	12/30/2010
<input type="checkbox"/>	2	1	EA	6500.00	6500.00		goods delivered	12/15/2010		

Invalid Total Amount. The Sum of Tax Amount, Shipping Amount and each line Amount should be equal to Total PO Amount.

Delete	Line No.	Quantity*	Unit*	Unit Cost	Amount**	Item No.	Description**	Ship Date	Invoice Service Period Begin Date	End Date
<input type="checkbox"/>	1	1	EA	200.00	200.00		describe goods or service:		12/01/2010	12/30/2010
<input type="checkbox"/>	2	1	EA	6500.00	6500.00		goods delivered	12/15/2010		

Invalid Total Amount. The Sum of Tax Amount, Shipping Amount and each line Amount should be equal to Total PO Amount.

Add a New Invoice Detail Line    Delete Marked Invoice Line

**Purchase Order Information**

PO Number: GS  
 PO Amount: PO \$  
 PO Open Balance: PO Balance  
 Contract Number: Contract #  
 Contracting Officer:

**Invoice Amount**

Tax Amount: 0  
 Shipping Amount: 0  
 Total Amount: 6700.00 \*

Information must be entered by Vendor

Information automatically entered by system

Total Amount MUST EQUAL amount for all lines (or an individual line). THIS IS NOT A CALCULATED FIELD. If total amount is incorrect it will say you

Continue

Please verify all data in blue text below.  
 Important: Your input will not be final until you click the "Submit Invoice For Payment" button.

Your Vendor Name  
 Vendor Address  
 Vendor City, State, Zip

**Invoice Date:** 1/4/2011  
**Invoice #:** 123456

When the Invoice Information is entered correctly, click on the "Continue" box in SCREEN #2.

**BILL TO:**  
 General Services Administration  
 Account Payable Branch (7BCP)  
 P.O. Box 17181  
 Fort Worth, TX 76102-0181

This is the next screen that will appear. Once you review all the data to ensure the invoice is correct, click on the "Submit Invoice for Payment."

GSA Act #:

Discount: 0%

PO Number: PO # \_\_\_\_\_

Discount Days: 0

Contract #: Contract # \_\_\_\_\_

Contact Info:

Automatically Entered by System

Row#	Qty	Unit	Unit Cost	Total Amount	Item No	Description	Ship Date	Service Begin Date	Service End Date
1	1	EA	\$200.00	\$200.00		describe goods or services		12/01/2010	12/30/2010
2	1	EA	\$6,500.00	\$6,500.00		goods delivered	12/15/2010		

Tax Amount \$0.00

Shipping Amount \$0.00

**Total Amount \$6,700.00**

Your Invoice is not complete until you click here

Submit Invoice For Payment

Back

**PERFORMANCE BOND FOR OTHER THAN CONSTRUCTION CONTRACTS**  
(See instructions on reverse)

DATE BOND EXECUTED (Must be same or later than date of contract)

OMB Control Number: 9000-0045  
Expiration Date: 8/31/2022

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 USC § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0045. We estimate that it will take 1 hour to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

PRINCIPAL (Legal name and business address)	TYPE OF ORGANIZATION ("X" one)			
	<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> JOINT VENTURE	<input type="checkbox"/> CORPORATION
STATE OF INCORPORATION				

SURETY(IES) (Name(s) and business address(es))	PENAL SUM OF BOND			
	MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS
	CONTRACT DATE		CONTRACT NUMBER	
	OPTION DATE		OPTION NUMBER	

**OBLIGATION:**  
We, the Principal and Surety(ies), are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

**CONDITIONS:**  
The principal has entered into the contract identified above.

**THEREFORE:**  
The above obligation is void if the Principal: (1) Performs and fulfills all the undertakings, covenants, terms, conditions, and agreements of the contract during either the base term or an optional term of the contract and any extensions thereof that are granted by the Government, with or without notice to the Surety(ies), and during the life of any guaranty required under the contract, and (2) performs and fulfills all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of the contract that hereafter are made. Notice of those modifications to the Surety(ies) is waived.

The guaranty for a base term covers the initial period of performance of the contract and any extensions thereof excluding any options. The guaranty for an option term covers the period of performance for the option being exercised and any extensions thereof.

The failure of a surety to renew a bond for any option term shall not result in a default of any bond previously furnished covering any base or option term.

**WITNESS:**  
The principal and Surety(ies) executed this performance bond and affixed their seals on the above date.

PRINCIPAL			
SIGNATURE(S)	1.	2.	Corporate Seal
		(Seal)	
NAME(S) & TITLE(S) (Typed)	1.	2.	

INDIVIDUAL SURETY(IES)			
SIGNATURE(S)	1.	2.	(Seal)
		(Seal)	
NAME(S) (Typed)	1.	2.	

CORPORATE SURETY(IES)			
SURETY A	NAME & ADDRESS	STATE OF INCORPORATION	LIABILITY LIMIT \$
	SIGNATURE(S)	1.	2.
	NAME(S) & TITLE(S) (Typed)	1.	2.
			Corporate Seal

<b>SURETY B</b>	NAME & ADDRESS		STATE OF INCORPORATION	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY C</b>	NAME & ADDRESS		STATE OF INCORPORATION	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY D</b>	NAME & ADDRESS		STATE OF INCORPORATION	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY E</b>	NAME & ADDRESS		STATE OF INCORPORATION	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY F</b>	NAME & ADDRESS		STATE OF INCORPORATION	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY G</b>	NAME & ADDRESS		STATE OF INCORPORATION	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		

<b>BOND PREMIUM</b> 	RATE PER THOUSAND (\$)	TOTAL (\$)
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### INSTRUCTIONS

1. This form is authorized for use in connection with Government contracts. Any deviation from this form will require the written approval of the Administrator of General Services.

2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.

3. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. Where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space designated "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.

(b) Where individual sureties are involved, a completed Affidavit of Individual Surety (Standard Form 28) for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning their financial capability.

4. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal", and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.

5. Type the name and title of each person signing this bond in the space provided.

6. Unless otherwise specified, the bond shall be submitted to the contracting office that awarded the contract.



GSA,PBS, National Capital Region

August 12 , 2020

FROM: Sharron Bowie  
Contracting Officer  
Office of Acquisition (WPH1DA)

TO: Brian Paukert

SUBJECT: Notice of Appointment of Contracting Officer's Representative for Contract Number **47PM1020D0001** for the East Wing and West Wing Carpet Cleaning Services project at the White House, 1600 Pennsylvania Ave NW, Washington DC 20006

1. I, Sharron Bowie, Contracting Officer hereby designate Brian Paukert, Contracting Officer's Representative, as my authorized representative to administer contract number **47PM1020D0001** awarded to Blue Construction Services, LLC in accordance with FAR 42, GSAM 542.202 and 543.202. You are delegated the contract administration duties as described herein for this contract. You are responsible for all duties listed and have no authority to re-delegate any assigned responsibilities. This delegation applies only to this contract and shall terminate on completion of the contract or by action of the contracting officer.
2. You are authorized by this delegation to take action with respect to the following terms and conditions of the contract:
  - a. Verify that the contractor performs the technical requirements of the contract in accordance with the contract terms, conditions, and specifications.
  - b. Maintain liaison and direct communications with the contractor. Written communication with the contractor and other documents pertaining to the contract shall be signed as COR with a copy furnished to the CO for the official contract file. Any interpretation of technical requirements shall be issued in writing to the contractor.
  - c. Monitor the contractor's performance and notify the contractor, in writing, of deficiencies observed during surveillance, and direct appropriate action to effect correction. Verify that corrective action has been taken. Record and report in writing to the CO, incidents of faulty or nonconforming work, delays, or problems which may have a significant impact on the completion of this contract and which are beyond your authority to solve.
  - d. All HSPD-12 clearance activities required for contractor personnel in performance of this contract. As part of this duty you are responsible for collecting any government issued IDs when a contract employee finishes their duties associated with this contract. All IDs must be collected at the end of the contract.
  - e. Ensure that any Government furnished property is available when required,

U.S. General Services Administration  
301 7<sup>th</sup> Street, SW  
Washington, DC 20407  
[www.gsa.gov](http://www.gsa.gov)

per the contract. You are responsible in accordance with PBS 3490.2, Document Security for Sensitive but Unclassified Building Information, for ensuring that the contractor complies with the contract requirements for the handling of documents that are Sensitive But Unclassified.

- f. Monitor schedules and progress to ensure compliance with the requirements.
  - g. Enforce compliance with the wage determinations included in the contract.
  - h. Prepare payment packages and approve all progress or partial payments. You are not authorized to approve the final payment under the contract.
  - i. Monitor the contractor's quality control, compliance with environmental laws/other environmental requirements and all safety requirements.
  - j. All changes in excess of your authority or outside the intent/scope of work to be performed are to be submitted to the CO for approval and must include all necessary concurrences, justifications, financial and technical backup documentation. Any change order is subject to the availability of funds. When a change order is not forward priced, the supplemental agreement (contract modification) reflecting equitable adjustment in contract terms must be approved by the CO.
  - k. Prior to any Show Cause, Final Decision, or Termination action being rendered on this contract, you shall provide the CO with all pertinent correspondence, specifications, drawings, records, etc., relative to the dispute, along with your recommendation. No Final Decision shall be considered requested of the CO until the Contractor (not a Subcontractor) has presented his position in writing to the CO and has requested a Contracting Officer's Final Decision in accordance with FAR 33. Upon the request of the Contracting Officer or the Contractor, you shall make all arrangements for a meeting to discuss the dispute and be prepared to present your position at that time.
  - l. Contractor performance records must be prepared and maintained throughout the duration at major milestones. The contract performance will be documented in the Contractor Performance Assessment Reporting System (CPARS). The website for CPARS is <http://www.cpars.gov>. The Contracting Office will initiate your access to the system for this contract. Upon request by the Contracting Officer you must input performance data into the system for the Contracting Officer's approval. At a minimum this will be annually or at completion of the contract.
  - m. If the contract is a small business set-aside, including 8(a) contract, you are responsible for ensuring the contractor complies with FAR 52.219-14, Limitations on Subcontracting and submits with each payment request a certification that he is in compliance with this requirement.
  - n. If the contractor is a large business, you are responsible for reviewing of the respective Electronic Subcontract Reporting System (eSRS) in accordance with FAR clauses 52.219-9 and 52.219-16 and monitoring his compliance with the plan.
3. You are further required to maintain adequate records and documentation to sufficiently describe the performance of your duties as COR during the life of this

contract and distribute such records to the CO and official contract file as applicable. At a minimum, the COR file shall contain the following:

- a. A copy of the appointment letter from the CO and proof of COR/COTR training.
  - b. A copy of the contract, delivery orders and all modifications thereto.
  - c. All correspondence initiated by you concerning performance of the contract.
  - d. Memoranda for the record of minutes of all meetings or discussions with the contractor, or others.
  - e. Records pertaining to the contractor's performance and quality control.
  - f. Records pertaining to all government furnished property. The record should contain the date and the condition of the property provided, the date and condition of the property when returned.
  - g. Certification of receipt and inspection of services delivered in support of payment requests. All payment request documentation including payrolls, subcontractor invoices and other requirements of the contract payment clauses.
4. Your attention is also directed to the Anti-Deficiency Act. You are responsible for monitoring the obligation of funds and assuring that no commitment of funds beyond the amount authorized under this contract is made without prior pre-validation and approval.
5. Limitations to your authority.
- a. The primary government representative responsible for the management and administration of this contract is the CO.
  - b. Your authority is limited to the specifics of this delegation. You are NOT empowered in any way obligate the payment of money by the government without properly executed change to the contract. This includes taking any action, either directly or indirectly that could result in a change in cost, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract.
  - c. You are not authorized to render a final decision under the "Disputes" clause, approve final payment, or authorize any waiver of, or deviation from, the contract clauses, terms and conditions or direct performance of work other than that required by the contract.
  - d. You are cautioned to ensure that the contract does not become a personal service contract through your actions or the actions of other government personnel who may assist you in the performance of your duties.
  - e. **You may be held personally liable for an unauthorized act.**
6. All personnel engaged in contract and related activities shall conduct business dealing with industry in a manner above reproach in every aspect and shall protect the U.S. Government's interest, as well as maintain its reputation for fair and equal dealings with all contractors.
7. Should you have direct or indirect financial interest that would place you in a position where there is a conflict between your private interest and the public

interest of the United States, you shall advise your supervisor of the conflict so that appropriate actions can be taken. You shall avoid the appearance of such conflict to maintain public confidence in the U.S. Government's conduct of business with the private sector.

8. This designation shall remain in effect throughout the life of this contract unless revoked by the CO. Such termination shall be in writing. If your designation is revoked for any reason before completion of this contract, you shall brief your successor on the current status of the contract. If you are reassigned or separated from service, you shall request termination and relief from your duties in advance of reassignment or separation to permit timely selection and designation of a successor.
9. You are required to acknowledge receipt of this appointment in the appropriate spaces provided below. The original document should be returned for retention in the contract file. Your signature also serves as certification that you have read and understand the contents of this document.

**Appointment of  
Contracting Officer's Representative  
Contract Number 47PM1020D0001  
White House East and West Wings**

**Receipt of this appointment for the abovementioned contract is hereby acknowledged.**

Brian Paukert, White House Service Center

8/13/2020

COR Name, PBS NCR Organization

Date



Recoverable Signature

X Brian Paukert

Brian Paukert

GSA Construction Representative

Signed by: BrianMPaukert